

**GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION**  
**FY 2020 Survivors of Homicide (SOHG) Grant**  
**Notice of Funding Availability Application Guidance Kit**



**Online Submission Deadline: February 27, 2019**

**Funded through:  
State of Maryland**

Governor's Office of Crime Control and Prevention  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

**Note: Hard copy applications are no longer being accepted.**

**ELIGIBILITY**

Funding through this application is available to public or private non-profit organizations.

**IMPORTANT NOTES**

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

## Getting Started

Thank you for applying for the **Survivors of Homicide Grant Program (SOHG)** from the **Governor's Office of Crime Control and Prevention**. The primary purpose of SOHG is to establish and expand programs to address the specific needs of survivors of homicide victims. This supports GOCCP's objective of improving victim services for Maryland residents by identifying and establishing resources throughout the State and ensuring victims are aware of their rights.

If you need application assistance, please contact:

Ellen Blonder, Survivors of Homicide Program Manager  
410-697-9293  
[Ellen.Blonder@maryland.gov](mailto:Ellen.Blonder@maryland.gov)

Justice Schisler, Chief of Programs  
410-697-9334  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

## Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhances public safety, reduce crime and juvenile delinquency, and serve victims.

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## **I. ELIGIBILITY CRITERIA**

### **A. General**

Public or private non-profit organizations including faith based and community organizations are eligible to submit one application for SOHG funding.

### **B. Non-profit – 501(c)(3)**

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501(c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### **C. Faith-Based Organizations**

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor's Office of Crime Control and Prevention (GOCCP)

### **B. Opportunity Title**

Survivors of Homicide Grant (SOHG)

### **C. Funding**

GOCCP has made \$500,000 available for this program and anticipates making 4-6 awards ranging from \$50,000 to \$125,000 for FY 2020.

### **D. Submission Date**

February 27, 2019 by 3 PM

### **E. Anticipated Period of Performance**

July 1, 2019 to June 30, 2020

### **F. Funding Opportunity Description**

In 2014, *House Bill 355 - Programs for Survivors of Homicide Victims* established a grant program within the Governor's Office of Crime Control and Prevention with the primary purpose of establishing and expanding programs to address the specific needs of survivors of homicide victims. The SOHG seeks to:

- Establish and expand services to survivors of homicide victims across the state;
- Provide or facilitate referrals to appropriate counseling, legal, mental health, and advocacy services for survivors of homicide victims including specialized support services to adult and minor survivors of homicide victims; and
- Provide a toll-free telephone number and assistance to exercise the rights to which the survivors are entitled by law.

***ALL FUNDING IS CONTINGENT UPON GOCCP RECEIVING THE SPECIFIED GRANT FUNDS FROM THE STATE OF MARYLAND.***

### III. PROGRAM REQUIREMENTS

**Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.**

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims served.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.
- Number of new human trafficking victims served.
- Number of human trafficking victims served.

### IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through GOCCP's web-based application process, which may be accessed through the homepage: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

**In order to use the Office's web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:  
<http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is February 6, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to GOCCP, but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program specific information required in the online application, please contact Ellen Blonder at 410-697-9293 or [Ellen.Blonder@maryland.gov](mailto:Ellen.Blonder@maryland.gov).

**The online application must be submitted no later than 3:00 PM on February 27, 2019.**

### V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

## **VI. IMPORTANT DATES**

Deadline to Request a User ID	February 6, 2019
Deadline to Submit an Online Application	February 27, 2019
Letters of Intent/Denial Letters Emailed	May 1, 2019
Award Packets Emailed	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

## **VII. APPLICATION EVALUATION**

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (20 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (10 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (10 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

SOHG is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under SOHG for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

### **B. Allowable Costs for Direct Services**

The following is a listing of services, activities, and costs that are eligible for support with SOHG funds within a sub-recipient's organization:

- Personnel
- Toll-free phone line for referrals and assistance
- Mental health services and referrals
- Grief support programs for individuals and groups
- Civil and criminal legal services
- Counseling
- Tele-counseling
- Law enforcement services including victim support for cold cases, training for death notification, and cultural differences
- Victim support for cases without a defendant
- Support for partners and other survivors of homicide not covered by Criminal Injuries Compensation Board services
- Outreach projects
- Equipment
- Contracts for professional services

- Operating expenses
- Transportation

**C. Unallowable Costs**

The following services, activities, and costs cannot be supported with SOHG funds at the sub-recipient level:

- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property Insurance
- Food/beverage for meetings, conferences, training, or other events
- Fundraising

**The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

**D. Consultant Rates**

The limit for consultant rates is \$650 per day.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

**A. Electronic Funds Transfer (EFT)**

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

**B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

**C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to

include suspension of current and future funds and civil/criminal penalties.

## **X. APPLICATION CHECKLIST**

### **What an Application Should Include:**

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
- ☐ DUNS/SAM Registration
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:  
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>